



## **GUIDELINES FOR RENTAL OF THE LOUISA HOWARD CHAPEL Lakeview Cemetery, 455 North Avenue, Burlington, Vermont**

### **Appropriate Events**

- Art Display
- Christenings/Baptisms
- Funeral Service
- Meetings
- Memorial Service
- Music recital
- Renewing of Vows
- Weddings/Civil Ceremonies/Civil Unions
- Other public or private functions deemed appropriate by the Cemetery Superintendent

### **Occupancy Limit**

The Chapel will accommodate a maximum of 55 people.

### **Activities Prohibited in the Chapel**

- No smoking.
- No candles or open flames.
- Food, alcohol, or other beverages are not permitted inside the Chapel or on the Cemetery grounds.
- Decorations of any sort may not be affixed to the walls, doors or windows. The location of flowers and other decorations is subject to the approval of the Department. A runner may be used inside the Chapel.
- No confetti or rice inside the Chapel or on the grounds. Birdseed may be used outside of the Chapel.
- No amplified music inside of Chapel due to potential damage to stained glass windows.
- No tents or other structures are permitted on the Chapel or Cemetery grounds.

### **Hours of Use**

The Chapel is available for use generally between the hours of 9:00 am and 6:00 pm. Hours may be further limited if weather conditions or darkness is a factor.

### **Parking**

Appropriate parking locations on the Cemetery grounds will be identified by Department staff based upon the number of vehicles expected.



## Staffing Required

A designated Parks and Recreation employee will be present any time the Chapel is rented. Staff will open and close the building when appropriate and remain on-site throughout the duration of the event.

## Use of the Restroom

The restroom in the Cemetery Office is available to the public during Chapel rentals. Portable toilets are not allowed on the Cemetery grounds for any event.

## Reservations, Cancellations and Fees

**The Chapel can be reserved** by calling the Office at Lakeview Cemetery (802-863-2075). The reservation will be confirmed upon receipt of a \$100 deposit at least two weeks prior to the event. **Note:** *Rental of the Chapel for a funeral or memorial service that is immediately followed by a burial at Lakeview Cemetery may be scheduled with less advance notice, but no later than 24 hours prior to the rental; the deposit is not required.*

**If the event is cancelled** at least one week prior to the event, the deposit will be returned, minus a \$25 administrative fee. If the cancellation occurs less than one week prior to the event, the entire deposit will be forfeited.

**A damage deposit of \$200** is required for all events, to be paid at the time of reservation, or one month prior to the event, whichever comes first. After an inspection of the Chapel, the damage deposit will be returned to the renting party if it is determined that no damage has occurred. If the Chapel is damaged, the renting party will be responsible for paying the actual costs of any repairs. If the repairs cost less than \$200, the amount will be deducted from the damage deposit and the balance returned to the renting party.

**The rental fee** must be accompanied by a signed Use Agreement, and paid at the time of reservation, or one month prior to the event, whichever comes first. The fee varies depending upon the day of the week and time of day:

- If the rental period is to begin prior to 2:00 pm on a weekday, the fee is \$100 per hour.
- On weekends, holidays, or if the rental period is to begin after 2:00 pm on any day, the fee is \$150 per hour, *with a 3-hour minimum on weekends & holidays.*
- *Exception: Regardless of the rental day or time, if the rental is for a memorial service immediately followed by an interment at Lakeview Cemetery, the rental fee is \$100 per hour; the signed Use Agreement is not required.*
- Note that rehearsals and set-up periods are considered rental time, and fees will be charged accordingly.

For more information or to reserve the Chapel, please call the Office at Lakeview Cemetery: 802-863-2075.